Unpay an invoice

Discover how to unpay an invoice in WorldShare Acquisitions.
Note: To find an invoice, see Search and filter invoices or Search and filter invoice items.

To correct mistakes on paid invoices, use the Unpay feature to make the invoice editable. Invoices that use a closed budget cannot be unpaid.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>STEPS</th>
</tr>
</thead>
</table>
| Unpay invoice | 1. From the list of invoices, click the invoice number. The invoice appears.  
2. In the upper left corner, click **Unpay**. The Unpay Invoice window appears.  
3. On the Unpay Invoice window, click **Yes**. The system responds: Invoice unpaid. |
| Unpay an invoice that has credits, refunds, or supplements paid on a separate invoice | 1. Unpay the invoice with the credits, refunds, or supplements.  
2. Delete the credits, refunds, or supplements from that invoice.  
3. Unpay the original invoice. |